

**HLL INFRA TECH SERVICES LTD.**

(100% Subsidiary of HLL Lifecare Limited, A Government of India Enterprises)

B-14A, Sector-62, Noida, U.P.-201301

HITES - HLL Infra Tech Services Ltd, a subsidiary of HLL Lifecare Limited, a Government of India Enterprise, is specialized in Infrastructure Development, Facility Management, Procurement services and Biomedical Engineering services in Healthcare Sector offers challenging career opportunities. We are looking for experienced professionals in various levels in the area of **Civil Engg., Electrical Engg., Mechanical Engg., Bio Medical Engineering, Procurement Specialists** and other disciplines like **Finance, Legal, PR & Secretarial etc.** for our Offices / Divisions / Projects across the country for recruitment on **Regular / Fixed Term Contract (FTC)** basis as per details given below:

Sl.No.	Division	Post Code	Position / No. of Post (Indicative)	Type	Upper Age Limit as on 31.01.2018	Essential Qualification	Scale of Pay / Pay Range	Essential Experience as on 31.01.2018
1	Infrastructure Development	ID/2018/01	Vice President (Infrastructure Development) (1 Nos.)	Regular	55 Years	B E / B Tech (Civil) (Full Time), Desirable Qualification- ME / M Tech (Structures)	E-7 (43200-66000)	Minimum 20 years post qualification experience in Planning & Execution of Multi-Disciplinary Projects to the best satisfaction of the customers and ensuring quality parameters, Pre-qualification and Selection of Consultants, Contracts & Suppliers, Project Monitoring & Control, Manpower planning & deployment of resources, Liaisoning with Ministry and other Governmental and Non-Governmental Agencies, Detailed engineering coordination with all techno-commercial aspects, finalisation of tender documents, negotiations and award of contracts etc. The Candidate must have Excellent written and verbal communication skills, Analytical, prioritisation and decision-making skills. Strong interpersonal, networking and facilitation skills, including the ability to create and maintain effective working relationships with a diverse range of people.

Infrastructure Development	ID/2018/02	Associate Vice President (Civil) (2 Nos.)	Regular	55 Years	B E / B Tech-Civil (Full Time)	E-6 (36600-62000)	Minimum 15 years of post qualification experience in Project Planning, Detailed engineering coordination with all techno-commercial aspects, finalisation of tender documents, Contract Management, Project Execution, and Estimation & Project Management of large scale building construction projects / multistoried healthcare projects from concept to commissioning.
Infrastructure Development	ID/2018/03	Deputy Vice President (Civil) (5 Nos.)	Regular	50 Years	B E / B Tech-Civil (Full Time)	E-5 (32900-58000)	Minimum 12 years of post qualification experience in Project Planning, Detailed engineering coordination with all techno-commercial aspects, finalisation of tender documents, Contract Management, Project Execution, and Estimation & Project Management of large scale building construction projects / multistoried healthcare projects from concept to commissioning.
Infrastructure Development	ID/2018/04	Deputy Vice President (Services) (2 Nos.)	Regular	50 Years	B E / B Tech (Electrical / Mechanical) (Full Time)	E-5 (32900-58000)	Minimum 12 years of post qualification experience in Project Planning, Detailed engineering coordination with all techno-commercial aspects, finalisation of tender documents, Contract Management, Project Execution, and Estimation & Project Management w.r.t MEP services for large scale building construction projects / multistoried healthcare projects from concept to commissioning..
Infrastructure Development	ID/2018/05	Deputy General Manager (Civil) (2 Nos.)	Regular	45 Years	B E / B Tech-Civil (Full Time)	E-4 (29100-54500)	Minimum 10 years of post qualification experience in Project Planning, Contract Management, Project Execution, Estimation & Project Management of large scale building construction projects/ multistoried healthcare projects from concept to commissioning.

	Infrastructure Development	ID/2018/06	Deputy General Manager (Services) (2 Nos.)	Regular	45 Years	B E / B Tech (Electrical / Mechanical) (Full Time)	E-4 (29100-54500)	Minimum 10 years of post qualification experience in Project Planning, Contract Management, Project Execution, Estimation & Project Management w.r.t MEP services for large scale building construction projects/ multistoried healthcare projects from concept to commissioning.
	Infrastructure Development	ID/2018/07	Senior Manager (Civil) (2 Nos.)	Regular	45 Years	B E / B Tech-Civil (Full Time)	E-3 (24900-50500)	Minimum 8 years of post qualification experience in Project Planning, Contract Management, Project Execution, Estimation & Project Management of large scale building construction projects/ multistoried healthcare projects from concept to commissioning.
	Infrastructure Development	ID/2018/08	Senior Manager (Services) (2 Nos.)	Regular	45 Years	B E / B Tech (Electrical / Mechanical) (Full Time)	E-3 (24900-50500)	Minimum 8 years of post qualification experience in Project Planning, Contract Management, Project Execution, Estimation & Project Management w.r.t MEP services for large scale building construction projects/ multistoried healthcare projects from concept to commissioning.
	Infrastructure Development	ID/2018/09	Manager (Civil) (2 Nos.)	Regular	40 Years	B E / B Tech-Civil (Full Time)	E-2 (20600-46500)	Minimum 5 years of post qualification experience in Project Planning, Execution including supervision, strict adherence with contractual terms & quality assurance, inspection and testing procedures, coordination skills, good knowledge in standard codes and CPWD specifications / manuals, quantity survey, checking of measurements of Civil and allied works and review of daily site measurements for large sized / multi storied building projects

	Infrastructure Development	ID/2018/10	Manager (Electrical / Mechanical) (2 Nos.)	Regular	40 Years	B E / B Tech (Electrical / Mechanical) (Full Time)	E-2 (20600-46500)	Minimum 5 years of post qualification experience in Project execution including supervision, strict adherence with contractual terms & quality assurance, inspection and testing procedures, coordination skills, good knowledge in standard codes and CPWD specifications / manuals, quantity survey and review of daily site measurements, checking of Bills of MEP services for large sized / multi storied building projects.
	Infrastructure Development	ID/2018/11	Deputy Manager (Civil) (4 Nos.)	Regular	40 Years	B E / B Tech-Civil (Full Time)	E-1 (16400-40500)	Minimum 3 Years of Post Qualification working experience in Civil & allied services with the key tasks of preparation of cost estimates, review of drawings, preparation of BOQs, quantity surveying, processing of bills, site surveys, site supervision, checking of measurements, testing of materials at sites with specified QA/QC standards including maintenance of records as per requirements. Should have good communication / coordination skills. Computer knowledge essential.
	Infrastructure Development	ID/2018/12	Deputy Manager (Electrical / Mechanical) (4 Nos.)	Regular	40 Years	B E / B Tech-Electrical / Mechanical (Full Time)	E-1 (16400-40500)	Minimum 3 Years of Post Qualification working experience in MEP services with the key tasks of preparation of cost estimates, review of drawings, preparation of BOQs, quantity surveying, processing of bills etc. site supervision, checking of measurements, testing of materials at sites with specified QA/QC standards including maintenance of records as per requirements. .Should have good communication / coordination skills. Computer knowledge essential.
	Infrastructure Development	ID/2018/13	Chief Engineer (Civil) (5 Nos.)	FTC	55 Years*	B E / B Tech-Civil (Full Time)	Consolidated Pay Range Rs. 65000- 90000/- Per Month	Minimum of 22 years of post qualification experience in Project Planning, Contract Management, Project Execution, Detailed engineering coordination with all techno-commercial aspects, finalisation of tender documents, Estimation & Project Management of large scale building construction projects / multistoried healthcare projects from concept to commissioning.

Infrastructure Development	ID/2018/14	Chief Engineer (Services) (4 Nos.)	FTC	55 Years*	B E / B Tech (Electrical / Mechanical) (Full Time)	Consolidated Pay Range Rs. 65000- 90000/- Per Month	Minimum of 22 years of post qualification experience in Project Planning, Contract Management, Project Execution, Detailed engineering coordination with all techno-commercial aspects, finalisation of tender documents, Estimation & Project Management w.r.t MEP services for large scale building construction projects / multistoried healthcare projects from concept to commissioning.
Infrastructure Development	ID/2018/15	Chief Project Manager (Civil) (8 Nos.)	FTC	50 Years*	B E / B Tech-Civil (Full Time)	Consolidated Pay Range Rs. 55000- 80000/- Per Month	Minimum of 15 years of post qualification experience in Project Planning, Contract Management, Project Execution, preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt./CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. statutory authorities as per requirements. for large scale building construction projects / multistoried healthcare projects from concept to commissioning.
Infrastructure Development	ID/2018/16	Chief Project Manager (Services) (2 Nos.)	FTC	50 Years*	B E / B Tech (Electrical / Mechanical) (Full Time)	Consolidated Pay Range Rs. 55000- 80000/- Per Month	Minimum of 15 years of post qualification experience in Project Planning, Contract Management, Project Execution, preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt./CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. statutory authorities as per requirements. w.r.t MEP services for large scale building construction projects / multistoried healthcare projects from concept to commissioning.

* Retired Employees from CPWD / CPSE's and Other Government Organisations can also apply. Maximum Age limit for these candidates would be 65 Years.

Infrastructure Development	ID/2018/17	Chief Architect (1 Nos.)	FTC	55 Years*	B.Arch (Full time)	Consolidated Pay Range Rs. 65000- 90000/- Per Month	Minimum 22 Years of post qualification experience in a responsible capacity in planning, designing and supervising execution of large building projects, preferably Healthcare Projects. The person should have experience in Preparation and Review of project reports, concept and detailed plans, designs of multi storied buildings preferably hospitals and other health care projects using latest software.
Infrastructure Development	ID/2018/18	Senior Architect (1 Nos.)	FTC	45 Years	B.Arch (Full time)	Consolidated Pay Range Rs. 40000- 65000/- Per Month	Minimum 8 Years of post qualification experience in a responsible capacity in planning, designing and supervising execution of large building projects, preferably Healthcare Projects. The person should have experience in Preparation and Review of project reports, concept and detailed plans, designs of multi storied buildings preferably hospitals and other health care projects using latest software.
Infrastructure Development	ID/2018/19	Project Manager (Civil) (3 Nos.)	FTC	45 Years	B E / B Tech-Civil (Full Time)	Consolidated Pay Range Rs. 40000- 65000/- Per Month	Minimum 10 Years of post qualification experience in Project Planning, Execution & Contract Management of Civil & allied works of large sized multi storied buildings preferably Hospitals & other Healthcare projects. The detailed tasks include preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt./CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. statutory authorities as per requirements.

*** Retired Employees from CPWD / CPSE's and Other Government Organisations can also apply. Maximum Age limit for these candidates would be 65 Years.**

	Infrastructure Development	ID/2018/20	Project Manager (Services) (3 Nos.)	FTC	45 Years	B E / B Tech (Electrical / Mechanical) (Full Time)	Consolidated Pay Range Rs. 40000-65000/- Per Month	Minimum 10 years of post qualification experience in Project execution including supervision, strict adherence with contractual terms & quality assurance, inspection and testing procedures, coordination skills, good knowledge in standard codes and CPWD specifications / manuals, quantity survey and review of daily site measurements, checking of Bills w.r.t MEP services for large sized / multi storied building projects.
	Infrastructure Development	ID/2018/21	Project Engineer (Civil) (5 Nos.)	FTC	40 Years	B E / B Tech-Civil (Full Time) or Diploma (Civil)-Full Time	Consolidated Pay Range Rs. 35000-55000/- Per Month	Minimum 5 Years for Degree Holders / 8 Years for Diploma Holders of post qualification experience in Project Planning, Execution & Contract Management of Civil & allied works of large sized multi storied buildings preferably Hospitals & other Healthcare projects. The detailed tasks include preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt./CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. statutory authorities as per requirements.
	Infrastructure Development	ID/2018/22	Project Engineer (Electrical / Mechanical) (7 Nos.)	FTC	40 Years	B E / B Tech (Electrical / Mechanical)-Full Time or Diploma (Electrical / Mechanical) (Full Time)	Consolidated Pay Range Rs. 35000-55000/- Per Month	Minimum of 5 years for Degree Holders / 8 Years for Diploma Holders post qualification experience in Project execution including supervision, strict adherence with contractual terms & quality assurance, inspection and testing procedures, coordination skills, good knowledge in standard codes and CPWD specifications / manuals, quantity survey and review of daily site measurements, checking of Bills w.r.t MEP services for large sized / multi storied building projects.

	Infrastructure Development	ID/2018/23	Assistant Project Engineer (Civil) (15 Nos.)	FTC	35 Years	B E / B Tech or Diploma-Civil (Full Time)	Consolidated Pay Range Rs. 25000-40000/- Per Month	Minimum 3 Years for Degree Holders / 5 Years for Diploma Holders of post qualification experience in Project Planning, Execution & Contract Management of Civil & allied works of large sized multi storied buildings preferably Hospitals & other Healthcare projects. The detailed tasks include preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt./CPWD procedures, monitoring, construction management at sites with specified QA/QC standards as per requirements.
	Infrastructure Development	ID/2018/24	Assistant Project Engineer (Services) (15 Nos.)	FTC	35 Years	B E / B Tech or Diploma-Electrical / Mechanical (Full Time)	Consolidated Pay Range Rs. 25000-40000/- Per Month	Minimum 3 Years for Degree Holders / 5 Years for Diploma Holders of post qualification experience in Project Planning, Execution & Contract Management of large sized multi storied buildings preferably Hospitals & other Healthcare projects. The detailed tasks include preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt./CPWD procedures, monitoring, construction management at sites with specified QA/QC standards w.r.t MEP services as per requirements.
2	Procurement & Consultancy	PCD/2018/01	Deputy Manager / Senior Manager (Procurement Management) (3 Nos. / 1 Nos.)	FTC	35 Yrs. for Deputy Manager / 45 Yrs. for Senior Manager	Graduate in Engineering (Full Time)	Consolidated Pay Range Rs. 25000-40000/- Per Month for Deputy Manager / Consolidated Pay Range Rs. 40000-65000/- Per Month for Senior Manager.	Minimum post qualification experience is 3 years for Deputy Manager & 8 Years for Senior Manager in Indent Scrutiny, Bid Documentation preparation, Tendering, Bid scrutiny, Evaluation for Procurement of Medical Equipment / Hospital consumable etc

	Procurement & Consultancy	PCD/2018/02	Deputy Manager / Senior Manager (Contract Management) (2 Nos./ 1 Nos.)	FTC	35 Yrs. for Deputy Manager / 45 Yrs. for Senior Manager	Graduate in Engineering (Full Time)	Consolidated Pay Range Rs. 25000-40000/- Per Month for DeputyManager / Consolidated Pay Range Rs. 40000-65000/- Per Month for SeniorManager.	Minimum post qualification experience is 3 years for Deputy Manager & 8 Years for Senior Manager in Post Contract Management of Medical / Cold Chain Equipment / Drugs etc. which includes coordination with all authorities after processing of order, L/C management, pre and post shipment inspection, delivery monitoring, Bill processing and payment release to suppliers etc.
3	Bio Medical Engineering	BME/2018/01	Deputy Vice President (1 Nos.)	Regular	50 Years	BE / B. Tech- (Bio Medical Engineering / Electronics & Communication / Instrumentation Engineering) (Full Time)	E-5 (32900-58000)	Minimum of 12 years post qualification experience in the relevant field, out of which at least 10 years in a Senior Managerial Position. The person must have Thorough knowledge of gap analysis for Hospital Equipment, Preparing Equipment price estimate for budgeting, Hospital Planning, Preparation of Technical Specification for various Medical Equipment, handling pre-dispatch and post-dispatch inspections. Equipment layout planning and pre-installation requirement, knowledge of equipment safety standards / hospital services like MGPS, MOT, CSSD etc.
4	Facility Management	FMD/2018/01	Deputy General Manager / Deputy Vice President (FM) (1 Nos.)	Regular	45 Yrs. for DGM / 50 Yrs. for DVP	Graduate in Engineering (Civil / Electrical / Mechanical) (Full Time)	E-4 (29100-54500) / E-5 (32900-58000)	Minimum post qualification experience is 12 years for the position of DVP and 10 years for the position of DGM in which at least 2 years directly involved in managing Facility Management services such as House Keeping, HVAC, Electrical and Mechanical Management and Maintenance, Waste Management, Landscaping and Horticulture, managing large manpower in any multispecialty hospital / MNC / Facility Management Organisation.

5	Finance	FIN/2018/01	Deputy General Manager / Deputy Vice President (Finance) (1 Nos.)	Regular	45 Yrs. for DGM / 50 Yrs. for DVP	CA / ICWA	E-4 (29100-54500) / E-5 (32900-58000)	Minimum post qualification experience is 10 years for the position of DGM and 12 years for the position of DVP in different areas of finance and accounts viz. Project & Corporate accounting, Financial management, Budgetary planning & control, Treasury management, finalization of accounts, compilation of accounts, auditing management, taxation, tendering, costing of projects, MIS, liaisoning with Ministries, Govt. Department, CAG, bank etc.
		FIN/2018/02	Manager / Senior Manager (Finance) (1 Nos.)	Regular	40 Yrs. for Manager / 45 Yrs. for Senior Manager	CA / ICWA	E-2 (20600-46500) / E-3 (24900-50500)	Minimum post qualification experience is 5 years for the position of Manager and 8 years for the position of Sr. Manager in Infrastructure / Procurement Project Accounting, Finalization of Accounts, Compilation, Tendering, Taxation, Vetting of Suppliers / Contractors Bills.
6	Legal	Lgl/2018/01	Deputy Manager (Legal) (1 Nos.)	Regular	35 Years	LLB	E-1 (16400-40500)	Minimum 3 Years of post qualification experience out of which atleast 2 year's work experience in Legal Department dealing matters such as Drafting / Vetting of various MOU's, Agreements, POAs, Indemnity Bond, RTI's etc. and also experience in handling various Court cases / Arbitration matters especially in Government / PSU & its subsidiary / Semi-Government Organizations.
7	PR	PR/2018/01	Deputy Manager / Manager (Public Relations) (1 Nos.)	FTC	35 Yrs. for Deputy Manager / 40 Yrs. for Manager	Post Graduate Degree in Mass Communication / Journalism	Consolidated Pay Range Rs. 25000- 40000/- Per Month for DeputyManager / Rs.35000-55000/- Per Month for Manager	Minimum 3 years for Deputy Manager and 5 Years for Manager post qualification experience in handling PR activities including Branding, preparation of press brief and release of events in print / visual media etc.

8	Secretarial	CS/2018/01	Assistant Company Secretary in the level of Manager (1 Nos.)	FTC	40 Years	Member of Institute of Company Secretary of India (ACS)	Consolidated Pay Range Rs. 35000- 55000/- Per Month	Minimum 5 Years of post qualification experience Ensuring that the Company complies with its statutory obligations under any relevant laws and regulations, Ensuring completion and lodgement of statutory forms/returns and reporting under the Companies Act and other relevant legislation / regulation, including annual accounts, annual returns, change in Directors, secretaries, Assist in the conduct of all meetings of the Company etc. Liaising with auditors and other professional advisers in relation to various corporate matters etc.
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*candidates selected against the specified discipline may be posted to other relevant discipline as and when required and vice versa. Postings will be across Country at the discretion of Management.

2. COMPENSATION PACKAGE:

2.1 For Regular Post:-

In addition to basic pay of the Scale, the Executives are also entitled to IDA, HRA / Lease Accommodation, Perquisites, Medical Benefits, Performance Related Pay (PRP) etc. as applicable from time to time. Besides, other normal facilities, benefits such as EPF, Gratuity, leave encashment, etc. as per Rules are also available. Apart from these HITES offers excellent career progression opportunities for the qualified professionals.

2.2 For Positions on Fixed Term Contract Basis:-

In addition to the consolidated Pay, the executives are also entitled for Annual Performance Incentive, EPF, Gratuity, Medical reimbursement, leave encashment, etc. as per Rules. Apart from these HITES offers excellent career progression opportunities for the qualified professionals.

3. EDUCATIONAL QUALIFICATION

The qualification which qualifies the applicant should be from National Level institute of repute, recognized Indian universities under the full time/regular scheme only.

4. GENERAL CONDITIONS:

- (1) Only Indian Nationals need apply.
- (2) Appointment to the above mentioned posts will be on Regular / FTC basis. Applicants appointed on regular basis will be on probation for a period of one year. Appointment on FTC basis will be initially for a period of 3 years and renewable based on the performance of the candidate during the period / requirement of the organisation.
- (3) Selected candidates during the period of his/her employment will be required to serve at any location/ office of HITES situated across India.
- (4) Applicants currently working in PSE's under Central/State Government or any other autonomous Government organizations, applying for Regular positions must have worked for a minimum of 2 years as on 31/01/2018 in the next below pay scale for which the candidate is applying. Applicants currently working in Private Sector / Contractual employment at PSE's under Central / State Govt. or any other autonomous Government Organizations applying for any particular post should have minimum monthly emoluments as per the details below :-

Post Applying For	Candidates currently working in PSE's under Central / State Government or any other autonomous Government Organizations should have minimum 2 years' experience in the next below scale as below :-	Candidates currently working in Private Sector / Candidates currently working in PSE's under Central / State Govt. or any other autonomous Government Organizations on Contract basis should have minimum Gross Monthly Emoluments as below :-
VP	Rs. 36600-62000 or equivalent	Rs. 125000/-
AVP	Rs. 32900-58000 or equivalent	Rs.90000/-
DVP	Rs. 29100-54500 or equivalent	Rs.80000/-
DGM	Rs. 24900-50500 or equivalent	Rs.70000/-
Senior Manager	Rs. 20600-46500 or equivalent	Rs.55000/-
Manager	Rs. 16400-40500 or equivalent	Rs. 40000/-
Deputy Manager	Rs. 12600-32500 or equivalent	Rs. 25000/-

- (5) Depending on the requirement, the company reserves the right to cancel /restrict/ curtail/ increase the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- (6) HITES will not be responsible for any postal delay/ wrong delivery/ non-delivery of communication by the candidate at any stage of the recruitment process.
- (7) The cut off date for considering the age and experience of candidates will be taken as **31.1.2018**.
- (8) Internal candidates of HITES, currently working in lower scales will also be considered for selection on merit as per the criteria advertised.

- (9) Mere conformity to the job requirements will not entitle a candidate to be called for interview. Instead, depending upon the quantum of response of applications, the Management may, if found necessary, prescribe a competitive written test / personal interview or both or raise the Standard of Specifications to restrict the number of candidates to be called for interview. Depends upon the suitability of the candidates during interview they can be offered lower position for which they have applied also.
- (10) Applicants serving in Government / Public Sector Enterprises / Semi-Government organizations should apply through proper channel or produce 'No Objection Certificate' at the time of interview, failing which they will not be permitted to appear for the interview.
- (11) Appointment of selected candidates is subject to verification of Caste, Character and Antecedents, from the concerned authorities as per the rules of the Company.
- (12) Reservations and Age relaxation for different categories viz. SC/ ST/ OBC/ PWD/ Ex-servicemen etc., are as per Govt. of India Directives.
- (13) Candidates belonging to SC/ST/OBC (non creamy layer) / PWD / Ex-servicemen category should enclose a copy of the certificate issued by the Competent Authority to that effect in the prescribed format by Govt. (Central / State). In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- (14) Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by the Government (Central/State), issued by Competent Authority. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- (15) Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- (16) The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the Directives of the Company.
- (17) No correspondence will be entertained with the candidates not short listed for interview.
- (18) Incomplete application or application will be rejected and no correspondence in this regard will be entertained.
- (19) Any corrigendum / addendum / errata in respect of this advertisement shall be displayed only on HITES website www.hilhites.com under the head of 'careers'. No further press advertisement will be issued. Hence prospective applicants are advised to visit HITES website for latest update with regard to this advertisement.
- (20) Further, HITES reserves the right to cancel / restrict / enlarge / modify the recruitment / selection process of advertised post without any further notice or assigning any reasons whatsoever, if need so arises.
- (21) Applicants are advised to provide a valid e-mail ID in the applications and should be valid for minimum of one year from the date of this advertisement.
- (22) Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement.

- (23) Management will not be responsible for delayed receipt / non-receipt of applications.
- (24) The decision of Management regarding selection will be final.
- (25) Court of jurisdiction for any dispute will be New Delhi.

5. SELECTION PROCEDURE

Eligible candidates shortlisted based on the initial scrutiny will be called for interview. Suitable communications in this regard will be sent to the candidates individually.

6. Out-station candidates called for interview for Regular Positions will be paid train fare by the shortest route on production of proof of journey as per HITES TA rules.
7. HITES reserves the right to conduct preliminary interview / test/GD etc depending upon the response of candidates in respect of all the positions as deemed fit by HITES Management.

8. HOW TO APPLY:

Candidates those who are eligible and interested are requested to download the application Form uploaded on the company's website. Candidates should read all instructions given in above advertisement and also on the website for the same.

9. Candidates must check their eligibility/ suitability thoroughly before applying and must apply for only one position/category.

10. Submission of application:

Once you download the Application Form, take a print out of the Application Form and fill the same.

- Please send this original duly filled in Application form, duly signed along with the following Documents:
- Self-attested copies of all educational qualifications and experience certificates mentioned in the application.
- Candidates belonging to SC/ST/OBC/PWD/Ex-servicemen category should enclose a copy of the certificate issued by the Competent Authority to that effect in the prescribed format by the Govt. (Central/State). Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by the Government

(Central/State), issued by Competent Authority. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.

- Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- Original application form along with above enumerated documents are to be sent by ORDINARY post only to **DGM-HR, HLL Infra Tech Services Ltd, B-14A, Sector-62, Noida-201307, U.P.**, so as to reach us latest by **17.03.2018**. **Speed post/ Registered letter will not be accepted.** The incomplete applications and Applications received after due date will not be considered. The envelop should be super-scribed **“APPLICATION FOR THE POST OF(mention name of the post you have applied for)”**.

• **Important Dates:**

Last date of receiving Physical Copy of application form along with requisite document is 17.03.2018

